



DRESS FOR SUCCESS ~

THE MAKINGS OF A GREAT FIRST IMPRESSION — americanjobcenter
APPROPRIATE ATTIRE FOR YOUR INTERVIEW

CONSIDER THE FOLLOWING WHEN DECIDING WHAT TO WEAR TO YOUR INTERVIEW:

- ◆ You really never do get a second chance to make a good first impression.
- ◆ In every job interview, you are going to be judged -- at least partially -- by how you look.
- ◆ By investing some time and money in creating a suitable interview wardrobe, you will invite others to easily invest back in you.

DRESS FOR THE INDUSTRY

The latest styles for women and men may call for tight-fitting designs that reveal or show off well-toned bodies, but those looks are still more appropriate for free time than for work hours.

How you should look varies depending on your industry and the job you're interviewing for. Take a look at general interview attire expectations for eight career areas:

◆ Technology

If you are applying for a **technical** position, you won't need a suit. A shirt and khakis or slacks would work. Same goes for women -- sweater or blouse and slacks or a skirt. Upgrade your attire if you're interviewing for a higher-level job. Dress in the best clothes you have. No exceptions.

◆ Finance

If you're interviewing for a **finance job**, remember that "nothing is more precise and exact than managing money." You cannot afford to have a hair out of place. Full business professional attire is required and expected.

◆ Government

At an interview for a **government job**, don't be flashy. This is a time to show you're responsible, trustworthy and honest. A bit of color is OK, whether you're a man or a woman. Be conservative with jewelry, makeup and hairstyles. Be conservative overall.

◆ Human Resources

If you're interviewing for an **HR job**, you must look professional and authoritative. You'll need the look that says you could handle any crisis and be dependable. This typically means conservative coordinates, skirt or pants and coordinating jacket or suit.

◆ Sales

Typically, a suit is the uniform for a **sales** interview. You might be able to go with bolder designs and colors. The product or service you're representing will determine how classic versus trendy/fashionable you should be. Retail sales is sometimes more casual with a logo shirt and khakis as the uniform.

◆ Automotive

Here's an exception where a potential employer will understand if you have a little dirt or grease under your nails. You still want to look as neat as possible, but a suit is probably not necessary. That is, unless you're interviewing at a high-end dealership. In that case, dress up a bit more.

◆ Hospitality

Image is particularly critical in the **hospitality** industry. A suit is appropriate for some positions but not always a must. You're representing the company, and you may be the first person seen.

◆ Trades

Appropriate attire for an interview for a **trades job** is **business casual**. For men, this might be a nice pair of Dockers and a buttoned shirt, along with well-kept and polished shoes. The same goes for women -- nice slacks and a professional business top.

Women

Men

Clothes	<ul style="list-style-type: none">• Professional positions: suit• Non-professional positions: jacket over nice blouse or shirt and skirt or pants on bottom• Make sure your:<ul style="list-style-type: none">○ Top has sleeves and covers any cleavage○ Skirt covers your thighs when you sit○ Pantyhose are nude or black if worn (ask HR if you are unsure what the policy is)• Stick to dark blue, black, brown or white for your interview outfit	<ul style="list-style-type: none">• Professional positions: suit• Non-professional positions: jacket over pressed cotton shirt and dress pants• Make sure your:<ul style="list-style-type: none">○ Shirt has a collar○ Tie is conservatively patterned or solid○ Socks match your suit or shoes (never wear white athletic socks)• Stick to dark blue, black or dark gray for your interview outfit
Shoes	<ul style="list-style-type: none">• Wear sensible brown or black shoes• Heels should be only 1" – 2", or a ballet flat• Shoes should cover most of your foot	<ul style="list-style-type: none">• Wear brown or black pointed-toe shoes that match your suit or pants• Belts should match your shoes
Jewelry	<ul style="list-style-type: none">• Wear minimal jewelry – one of each kind (earrings, bracelet/watch, necklace) should suffice	<ul style="list-style-type: none">• Remove earrings before the interview
Hair, Makeup and Accessories	<ul style="list-style-type: none">• Hair should be a natural color<ul style="list-style-type: none">○ Dye hair several days before the interview• Makeup should be natural and no more than what you wear on a daily basis• Nail polish should be neutral and freshly applied• A small, conservatively colored purse or portfolio is acceptable	<ul style="list-style-type: none">• Have your hair professionally cut several days before the interview<ul style="list-style-type: none">○ Dye your hair several days before the interview if it isn't a natural color• Store any extra materials for your interview in a leather portfolio or briefcase

For Both Sexes

- Clothes need to be clean, ironed, and in good condition.
- Avoid wearing perfume, cologne or anything with a strong scent in case your interviewer is allergic
- Absolutely **do not smoke** around your interview clothes OR before the interview
 - Most people do not find the smell of stale cigarettes pleasant! And people who do not smoke CAN smell it on you.
- Leave your cell phone in your car
 - If you must bring it to the interview with you (not recommended), make sure it is on **silent** (not vibrate).
- Cover any visible tattoos with concealer
- Remove earrings and studs before the interview – for men a watch is okay, but necklaces and pinkie rings may not be appropriate.
- Wash hands thoroughly and clean and neatly trim nails.